

# AMP Services

<https://www.ampservices.com/job/tax-manager/>

## Tax Manager

### Description

As a leader of the Tax Department, you will be responsible for organizing, managing and completing client assignments and projects. You will be expected to maintain a high degree of technical competence while directing the work of less experienced staff members and providing an outstanding client experience.

### Responsibilities

- Deliver a full range of tax services in compliance with laws and regulations within deadlines.
- Build relationships and interact with clients to provide planning, consulting and expertise.
- Manage and coordinate tax audits.
- Conduct primary and secondary review of complicated or complex income tax returns for a variety of entities. Provide high touch, personalized service to our clients.
- Establish and nurture ongoing strong, effective working relationships with peer client levels.
- Manage, plan and prioritize multiple client engagements.
- Review complex tax returns including federal and multi-state returns for C Corporations, S Corporations, partnerships, individuals and estates and trusts.
  
- Review tax returns for various sized family-owned or privately held entities.
- Build client relationships; understand clients' goals to guide clients in achieving those goals.
- Research complicated tax issues and provide accurate technical guidance to clients.
- Analyze the scope of engagements to manage time budgets, bills and deadlines.
- Develop and motivate staff and seniors by providing training, coaching and leadership.
- Review State and Local Tax returns, including sales tax returns for a multitude of municipalities.
- Supervise a team of CPAs and accountants.
- Train staff, review and evaluate their work.
- Manage multiple clients, budgets and production goals.

### Qualifications

- Bachelor's or Master's degree in accounting.
- CPA Certification.
- 6+ years prior experience in public accounting tax experience.
- Significant supervisory experience (3 years plus).
- Experience preparing and reviewing individual, business, corporate, and entity tax returns.
- Strong accounting and analytical skills.
- Strong organization project management skills.
- Strong computer skills: proficiency in Tax software, Excel, Word.
- Excellent interpersonal, oral and written communication skills.
- Detail oriented & ability to switch gears quickly.

### Hiring organization

AMP Services

### Employment Type

Full-time

### Industry

Outsource Restaurant Accounting

### Job Location

200 W Mercer Street, Suite 511,  
98119, Seattle, Washington, United States

